



# Town of Brighton

MONROE COUNTY, NEW YORK

SUSTAINABILITY OVERSIGHT COMMITTEE, SOC

2300 ELMWOOD AVE. \* ROCHESTER, NEW YORK 14618 \* PHONE (585) 784-5250 \* FAX (585) 784-5368

## ***Sustainability Oversight Committee April 1, 2015***

### ***Meeting Minutes***

**Attendance:** Ron Wexler, Paul Tankel, Steve Kittelberger, Shubhangi Gandhi, Erinn Ryan, Chris Werner, Margy Peet (Color Brighton Green), Andrew Robinson, Evert Garcia

**Minutes:** The March 11, 2015 meeting minutes were approved without revision.

**Open Forum:**

**Announcements:**

**Old Business**

- Town Staff Attendance at SOC Meetings- Andrew Robinson, TOB Budget Officer
  - Andrew Robinson, Budget Officer for the Town of Brighton was invited by the SOC to discuss the Town's budget process and its relation to the Town's sustainability efforts. Andrew presented a slide to the SOC which depicted the many stages of the Budget Approval process and the responsibility of various departments involved. In summary, the budget process involves the following steps:
    - Department Heads and Staff are the subject matter experts and provide a ground level view of the budgetary needs. They compile a list of department specific budget items and present them to the Finance Department.
    - The finance department then reviews department specific budgetary requests and needs, along with input from committees such as the SOC and the Budget Review Task Force (BRTF). Additionally, the Finance Department holds workshops and public hearings to receive budgetary input from Town residents.
    - The finance department then compiles and presents all of the budgetary input into an easy to understand format and make financial recommendations to the Decision Makers, which include the Town Supervisor and the Town Board.
  - Andrew then discussed the Budget Preparation and Review Calendar with the SOC. The Budget Preparation and Review Calendar outlines various milestones that are associated with the budget review process.



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- Evert will forward a copy of the documents presented by Andrew to the SOC. Additionally, Andrew will provide the SOC a copy of the 2016 Tentative Budget Preparation and Review Calendar.
- A brief discussion regarding the Town's budgetary process followed Andrew's presentation. The SOC expressed concern about sustainable alternatives that have been previously presented for consideration in the budget process and have not been selected. Andrew stated that he will make sure to provide the SOC with feedback when suggestions made by the SOC are not selected.
- Andrew suggested that the most efficient way to incorporate sustainable solutions in the Town Budget for subsequent years is to present a financial analysis for the sustainable alternatives being suggested.
- Street Lighting Follow Up
  - Town staff continues to work on updating Schuyler's Lighting report to include an in-depth O&M analysis prior to presenting it to the Public Works Committee for consideration.
  - Town staff is scheduled to meet with Wildan's head of performance contract division, Joseph Hurla, on April 14<sup>th</sup>. Town staff will have a better understanding on the dynamics of a performance contract and how it relates to the proposed street lighting LED upgrades at the next SOC meeting.
- Green House Gas Inventory
  - Mary continues to progress on the Town of Brighton's GHG Inventory. Mary is in the process of inputting the gas and electric data into the CSC Local Government GHG Accounting tool in order to establish a municipal operations GHG baseline.
  - Ron suggested that the GHG sub-group, consisting of Ron, Erinn, Mary, Mike and Evert should meet up to discuss progress and establish a "hand-off" procedure as Mary gets ready to end her internship.
- Climate Smart Communities/2015 Goals
  - The SOC reviewed the focus subgroup chart that was created for tasks associated with the Climate Smart Community pledge items. It was discussed that the members should proceed with working on their pledge items.
  - Ron requested that each focus subgroup compile a list of goals that relate to their particular subgroup and can be accomplished in 2015. These items will become part of the 2015 SOC Goals document.



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- Focus Subgroup Reports- Municipal Transportation, Steve K/Margy P.
  - Margy and Steve presented their findings on the Municipal Transportation portion of the CSC Pledge Component 3, Decrease Community Energy Use.
  - Various options exist for implementing an energy reduction program for government Fleets. Some examples include:
    - Adopting a vehicle fleet efficiency policy
    - “Right-size” the local government fleet
    - Replacing traditional vehicles with advanced vehicles
    - Adopt an anti-idling policy
    - Implementing a car-sharing program for local government staff
  - Margy and Steve also discussed a couple of options available to incorporate the reduction of energy use in the Municipal Transportation Section for Employees/Staff. Examples of these include:
    - Subsidizing and incentivizing employee alternative commuting
    - Incorporating green principles, commitments or requirements into staff training.
  - Margy and Steve ended their presentation with “Next Steps” required to begin implementation of some of the suggestions presented. The next steps were outlined as follows:
    - Develop a list of questions to help define “As Is” conditions
    - Identify who can answer these questions
    - Obtain the answers to the questions, summarize them and verify them
    - Propose new policies and actions
  - A brief discussion on the information presented by Margy and Steve followed. The SOC will come up with a list of questions that will help develop “as-is” conditions for Municipal Operations. This subject will be discussed further at the next SOC meeting.



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- Ron stated that he was contacted by Ms. Elizabeth Kerry from Putney and Associates regarding the Municipal Transportation component of the Climate Smart Community pledge. Ron will forward her contact information over to Steve, so that Steve can follow up with her.
- 2014 SOC Annual Report
  - Mike is in the process of writing a draft annual report for 2014. Mike will forward the draft to the SOC for review once it has been completed.
- Development Updates
  - Updates for development projects throughout the Town of Brighton were briefly discussed.
  - Evert presented a brief introduction to the Palazzo Plaza project being proposed on Monroe Avenue. The site currently contains Mario's Restaurant and Clover Lanes.
  - The SOC has concerns regarding the appeared lack of sustainable efforts in the preliminary site drawings. The SOC feels that this project provides a key opportunity to implement sustainable efforts and solutions in site development, especially since this project is located at the "Gateway" to the Town of Brighton.
  - The SOC will come up with a list of comments and concerns regarding this project and direct them to Mike so that Town Staff can explore any issues or concerns from the SOC during the site development process.
  - Chris and Erinn noted that this project is still very early in the development process. Additionally, Chris will provide the SOC with an anticipated timeline for upcoming milestones in the approval process.

### **New Business**

- Margy brought up the announcement of a new NYSERDA grant program titled Solarize NY, which hopes to spur solar energy growth across New York State by making solar easier and more affordable through community-driven initiatives. NYSERDA is supporting these initiatives by providing technical assistance, marketing materials, and funding. This subject will be discussed further at the next SOC meeting.

### **Adjournment**

### **Next Meeting**

The next meeting will be May 6, 2015 at 7:00 PM.